



USAID | **ECUADOR**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051821R10008

ISSUANCE DATE: August 16, 2021

CLOSING DATE/TIME: August 31, 2021

SUBJECT: Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) - Local Compensation Plan**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Marty D. George
Contracting Officer

I. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72051821R10008
2. **ISSUANCE DATE:** August 16, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 31, 2021
4. **POINT OF CONTACT:** HROQuito@state.gov.
5. **POSITION TITLE:** USAID Project Management Specialist (Environment)
6. **MARKET VALUE:** US\$70,213 per year, salary of grade FSN-11.
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ecuador. Final compensation will be listed on the offer letter.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
8. **PLACE OF PERFORMANCE:** USAID Ecuador, Quito Office, with possible travel as stated in the Statement of Work. Under special circumstances teleworking might be mandatory in which case you must have a secure location in which to use USG equipment.
9. **ELEGIBLE OFFERORS:** All interested candidates. All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.
10. **SECURITY LEVEL REQUIRED:** Public Trust – Background Investigation
11. **STATEMENT OF DUTIES**

Basic Function of Position

USAID environmental activities in Ecuador will contribute to broader development goals, while helping to conserve Ecuador's remarkable biodiversity and natural resources. The incumbent for this position will lead USAID/Ecuador's environment portfolio management and strategy, as well as serve as the Mission Environmental Compliance Officer. They report directly to the U.S. Direct Hire Environment Officer. Environmental programming will focus on

mitigating carbon emissions and conserving biodiversity-rich areas in the Amazon, Andes, and coastal zone, including the Galapagos Islands. Activities will promote environmentally sustainable economic activities, strengthen environmental management, and decrease conservation crimes in remote and vulnerable areas such as the Amazon region and Galapagos. The portfolio in Ecuador includes both bilateral (in Ecuador) and regional activities, managed out of a regional operating unit in Lima, Peru and headquarters offices in Washington, DC.

Major Duties and Responsibilities:

Serves as the Mission Advisor for environment activities and strategies, and directs the conceptualization of environmental programming. (60%)

1. Utilize knowledge of GOE environmental priorities and the strategic focus and program priorities of the donor community to allow the Mission to identify impediments to further mitigate carbon emissions and conserve Ecuador's biodiversity.
2. Assist with analysis and review of environmental policies and norms and disseminate best practices through negotiations and dialogue with the GOE, donors, and civil implementing partners.
3. Participate in the design of new activities to enhance impact on poverty alleviation. Review and analyze proposals from implementing partners and from other sources, negotiate proposal modifications to reflect technical experience and programmatic needs, and recommend their approval or disapproval.
4. Coordinate and monitor partner organizations' activities (funded by USAID Offices outside of Ecuador) that include environmental objectives. Contribute to the development and approval of annual work plans, undertake periodic field trips to monitor implementation progress, visit headquarters and regional/field offices to review results data for accuracy and performance, and assist in results analysis and interpretation. Harmonize the strategic interests of the USAID/Ecuador Environment Office with other USAID Offices and their partners, so as to maximize collaboration and impact of program activities.
5. Oversee and monitor the progress of all environment activities.
6. Develop data monitoring and reporting systems necessary to respond to routine and special reporting and information requirements of USAID/Washington and other USAID/Ecuador teams, including Congressional Reports, quarterly financial reports, and periodic portfolio reviews. This would include detailed results reporting on all aspects of Environment activities such as:

Addressing conservation crimes:

Strengthening Natural Resource Governance in Ecuador (SNRGE) is a 4-year activity implemented by the World Wildlife Fund, Inc. (WWF). SNRGE will identify, prioritize needs, and implement activities to addressing illegal, unregulated, and unreported fishing (IUUF), illegal logging, and wildlife trafficking. USAID/Ecuador will also address illegal, unregulated, and unreported fishing (IUUF), illegal logging, fishery management, and wildlife trafficking.

Forest fire management and climate data:

Through a partnership with the U.S. Forest Service (USFS), USAID is supporting technical assistance on wildfire management, on managing, monitoring, and measuring forest and terrestrial carbon, and on reducing greenhouse gas emissions by improving land management practices. The incumbent will ensure smooth communication with GoE counterparts.

The regional SERVIR Amazonia activity, a joint initiative of USAID and NASA, improves environmental management and resilience to climate change by strengthening the capacity of governments and other key stakeholders to integrate Earth observation information and geospatial technologies into development decision-making. SERVIR is implemented in Ecuador, Peru, Colombia, and Brazil by the Centro Internacional de Agricultura Tropical (CIAT).

The regional Sustainable Wetlands Adaptation and Mitigation Program (SWAMP) activity, implemented by the USFS and CIFOR, strengthens Ecuadorians' ability to monitor their wetlands and incorporate findings to make sound policy decisions by providing policymakers and land-managers with credible scientific information on tropical wetlands.

The globally implemented SilvaCarbon program supports countries to participate in international reporting forums such as REDD+ (reducing emissions from deforestation and forest degradation and enhancing forest carbon stock) and greenhouse gas inventories. SilvaCarbon provides the technical capacity developing countries need to generate information for reporting and to use in land use decision making and management to achieve long term sustainable development. It is a joint program funded by USAID and the U.S. Department of State and implemented by USFS, the U.S. Geological Survey (USGS), and the U.S. National Aeronautics and Space Administration (NASA).

Supporting vulnerable peoples (esp. Indigenous populations)

The regional Amazon Indigenous Rights and Resources (AIRR) program, implemented by WWF, works with indigenous organizations across the Amazon basin as important partners in conservation to ensure that their rights and economic interests are incorporated into private and public sector development planning, and that indigenous enterprises are equitably and sustainably managed to develop national, regional and global markets. In Ecuador, AIRR's primary focus is in the Putumayo.

The regional Strengthening the Capacity of Indigenous Organizations (SCIOA) activity develops the capacity of indigenous organizations across the Amazon region to advocate for their interests when engaging with outside economic and political interests. SCIOA provides Indigenous organizations with technical support to strengthen their administrative and financial management capacities and small grants

to help them meet their institutional development goals. SCIOA is implemented by PACT/Freedom House.

ANTICIPATED PROGRAMMING

USAID plans to design and award a limited number of additional bilateral grants or contracts to work in the environment sector. USAID expects that environmental programming will focus on mitigating carbon emissions and conserving biodiversity-rich areas in the Amazon, Andes, and coastal zone, including the Galapagos Islands. Likely technical areas for focus will be to promote environmentally sustainable economic activities, strengthen environmental management, and decrease conservation crimes in remote and vulnerable areas such as the Amazon region and Galapagos.

Develop methodologies for monitoring program results, and oversee their implementation, to ensure the monitoring of and performance of their partners and ensure that the data being collected and reported by them to USAID is supported, accurate, and complete.

- b. Advise and assist counterparts and partners in data management issues, including setting up information systems with implementing organizations, and ensuring that partners' systems and procedures for the collection, analysis, verification of data sources, and reporting of results are complementary. Carry out periodic reviews of counterparts.
- a. Use established contacts and key informants to coordinate implementation of these large and complex cross-cutting activities; ensure that support is being provided by GOE Ministries and institutions and is complementary to other GOE and donor efforts.

Serve as Mission Environmental Compliance Officer (40%)

In accordance with Title 22 of the Code of Federal Regulations, Part 216 (22 CFR 216), and other legal mandates, USAID must evaluate potential adverse environmental and social impacts of all its development projects and activities, identify needed mitigation measures and ensure that implementing parties carry out these mitigation measures. USAID's policies and operations procedures, set out in ADS 204, require that environmental considerations be integrated into and throughout the Agency's overall program cycle in order to ensure that operating units identify, account for, and mitigate the environmental impacts of USAID activities. USAID also strengthens capabilities of developing countries to evaluate and mitigate potential adverse impacts of development projects.

The Mission Environmental Officer (MEO) is the environmental compliance official, designated in each Mission, responsible for overseeing implementation of the regulations and the Agency's policies and procedures (ADS 204). The MEO provides advice to the Mission Director and Mission teams, including program officers, project/activity managers, and technical evaluation committees on implementation of environmental compliance requirements. The MEO supports

the integration of environmental compliance into planning, design, and implementation of Agency actions, as well as strategy development. The MEO leads the provision of capacity building to Mission staff, implementing partners and host country government and ensures that compliance requirements are monitored. The USAID Development Assistance Specialist (Mission Environmental Officer) serves as a technical resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the entire Mission portfolio for environmental compliance. The Specialist is officially designated as Mission Environmental Officer (MEO). As MEO, the Specialist ensures all Mission programs/projects/activities are in compliance with Title 22 of the U.S. Code of Federal Regulation (22 CFR 216 or “Reg. 216”). The Specialist contacts and collaborates, at the technical level, with counterparts and staff in the host government, with the private sector, with other donor and international organizations, and with other USG entities. The Specialist exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines.

The Project Management Specialist provides a high level of technical guidance on environmental compliance, as follows:

a. Mission Environmental Officer (MEO)

The Specialist serves as technical advisor to the Mission, ensuring its portfolio of programs/projects/activities is in compliance with Reg. 216, USAID Environmental Procedures, and with host-country government environmental and social safeguard regulations. The Specialist provides substantive guidance to the Front Office, Technical Offices, Agreement Officer’s Representatives/Contracting Officer’s Representatives (AORs/CORs), and IPs on environmentally sensitive work, such as agricultural development, tertiary roads, land restitution, and protected areas management. The Specialist facilitates efficient program/project/activity implementation in all sectors, by ensuring the high-quality documentation for environmental compliance; reviewing and approving environmental compliance aspects of Project Appraisal Documents (PAD), scopes of work, and activity descriptions; and, by identifying environmental compliance concerns, with suggested approaches to achieve compliance. The Specialist reviews environmental analyses and documentation (Initial Environmental Examinations [IEEs], Requests for Categorical Exclusions [RCEs], Environmental Mitigation and Monitoring Plans [EMMPs], Environmental Assessments [EAs], etc.), from all Teams for quality, rigor, and adherence to USAID regulations, policies, procedures, and guidance. The Specialist is the primary liaison between the Mission and the Regional Environment Advisor (REA), the regional Bureau Environment Officer (BEO), and the Agency Environmental Coordinator (AEC) on all environmental matters leading communication and facilitating approvals by USAID/Washington for all procurement actions under the Mission’s portfolio. The Specialist provides strong team membership in the review, approval, and monitoring of Mission activities compliance with Reg. 216, reviewing and approving all sub-activities and quarterly reports in the information system.

b. Monitoring and Evaluation (M&E)

The MEO works with Mission staff to support regular and effective monitoring of the environmental and social compliance aspects of development activities, periodically

monitoring programs/projects/activities through office reviews and field visits, and supports staff and IPs to carry out their activity monitoring responsibilities. The Specialist ensures development of, and effective oversight of, Mission document tracking information systems, including all environmental compliance (IEEs, RCEs, EMMPs, EAs). The Specialist supports proper and timely reporting, e.g., the environmental compliance reports required in the Operation Plan, by regular monitoring of information systems, noting the need for new documents, status of pending documents, and any outstanding issues, e.g., projects where no environmental compliance field monitoring is being conducted. The Specialist participates directly with Mission staff to remedy outstanding issues and keeps Mission management and the regional BEO informed of issues and resolution. The Specialist travels to all areas of the host country and/or the Region to conduct field visits, in order to support USAID technical leads to monitor environmental compliance, effectiveness of mitigation measures, and evaluate the overall environmental impact of the implementation of programs/projects/activities. The Specialist acts as an advisor, providing feedback to IPs to identify problems, and to offer technical recommendations and potential solutions for full compliance.

c. Capacity Building

The Specialist leads assessments of capacity building shortfalls and identifies effective and efficient training delivery approaches to build the capacity of USAID and IP staff, and of host-country counterparts; assists staff to identify and obtain additional environmental expertise and resources to meet environmental and social compliance needs; and, serves as activity manager for obtaining additional environmental expertise and resources to provide needed capacity building. The Specialist develops training methodologies and/or serves as a lead trainer for formal courses and workshops; and, provides mentoring and on-the-job training to staff, particularly to AOR/CORs and IPs, to ensure environmental compliance requirements, policies, and procedures are known and followed. The Specialist develops networks and shares best practices with other Mission and Regional MEOs and Environmental Officers and provides MEO technical support to other Missions as needed. The Specialist works closely with the regional Bureau Environmental Officer to communicate requirements, policies, procedures, guidance, best practices, and changes and updates, and supports development of and improvement to various communications tools, such as Webinars, newsletters, websites, etc.

Supervision Received: Immediate supervisor is Environment Team Leader or his/her designee.

Supervision Exercised: It is not expected that the incumbent will directly supervise any USAID staff.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** The incumbent must have a Bachelor's degree in environment, economics, business, management law, international relations, or other fields relevant to the position.
- b. **Prior Work Experience:** Minimum five (5) years of combined progressively responsible, professional level experience and demonstrated results in program management and monitoring of activities promoting environmental sustainability. At least 3 years of this experience working for other donor agencies, or economic development institutions/programs within the GOE government or private sector. His/her experience must reflect a firm understanding of the development priorities and challenges of Ecuador, the Amazon, and the Andean region. Demonstrated experience in identifying opportunities for and obstacles to environmental sustainability.
- c. **Language Proficiency:** Level IV (fluent) English and Spanish.
- d. **Job Knowledge:** Knowledge or the potential to acquire knowledge of USAID/Ecuador strategic objectives. Thorough knowledge of Ecuador's NGO, private, and public sectors, economics, politics, social and cultural characteristics, institutions, leadership, and development history. Extensive knowledge of the GOE environmental priorities and strategy and program priorities of the donor community. Knowledge of principles of team-based management.
- e. **Skills and Abilities:** This position requires a unique combination of policy development and management information systems design skills. Both aspects are critical to effective performance in the position. Other required skills and abilities are listed below. Policy conceptualization expertise, combined with strong interpersonal and facilitation skills. Program management skills, with experience related to the implementation of marketing and micro-finance. Self-motivation, independence, and initiative in program management. Analytical skills for programming purposes. Team-based management skills related to working in teams, including leadership, communication, interpersonal relations, team management, and related abilities. Expertise with Microsoft Office, geographic information system and statistical compilation software. The incumbent must have the ability to analyze large amounts of complex and multidisciplinary information through both an economic and political lens and use the analysis to develop actionable recommendations and activities.

The incumbent should have demonstrated the ability to manage and monitor complex, politically sensitive, and multi-sectoral activities. Demonstrated negotiating, problem-solving, and consensus-building skills are required.

He/she must have the ability to advance USAID's policy agenda at high levels of the public and private sectors, and the capacity to communicate USAID's priorities to a variety of stakeholders (to include civil society representatives). Persuasive communication skills are essential as is the ability to connect USG policy and higher processes (international treaties) with the concerns and motivations of the common Ecuadorian when formulating arguments and activities.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates that meet the minimum Education, Experience and Language requirements, will be evaluated and ranked based on the following evaluation criteria (experience, job knowledge, and skills and abilities) through:

- A CV/resume review
- A Technical Exercise
- An Interview
- Reference checks

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct interviews with the top ranked short-listed candidates. If the interview is conducted, the interview will be one of the determining factors in the final selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to open the vacancy in: <https://erajobs.state.gov/dos-era/ecu/vacancysearch/searchVacancies.hms> and click the “APPLY TO THIS VACANCY” button and follow the instructions to create an ERA account.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

4. LIST OF REQUIRED FORMS FOR PSC HIRES PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Application for Employment form DS-174 from ERA
2. Human Resources Personal Data forms

3. IESS Acknowledgement form
4. Certification of Resident Status (ID or passport)
5. DCP Beneficiaries forms
6. Medical insurance forms

All candidates for employment with the U.S. Mission must be able to obtain a background/security investigation and a medical certification. Any employment offer with the U.S. Mission is contingent upon a candidate's ability to secure the necessary certifications.

5. BENEFITS AND ALLOWANCES

Included as part of the total yearly compensation.

- 13th bonus
- 14th bonus
- Reserve Fund
- Meal Allowance
- Miscellaneous Allowance
- Life Insurance
- Health Insurance

6. TAXES

Employees are obliged to observe laws of the host government, including those concerning income and related tax obligations. Payment of such taxes is a matter between the employee and the host government. In the absence of a specific international agreement, the U.S. Government may not withhold foreign tax from an employee's salary.

7. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>